



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

August 22, 2024, 1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Chairman Elmore, Vice Chairman Fay, Commissioner Gagnon, and Commissioner Schaub; and via Zoom were Commissioner Steinruck and District Secretary Snure. Also, Commissioner Waugh was an excused absence.

PUBLIC COMMENT

One public comment regarding entry-level health testing.

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien welcomed our new Data Analyst Vriti Jain. He also welcomed our new recruits Tani Tupou, Randy Hatori, Cody Stocker, Logan Gash, Anthony Counts, Nate Labine, Josh Osborn, Emma Arnold, and Nate Lawson. Their Academy starts on September 12th. Additionally, regarding facility projects our Station 83 siding has been started, the generator has been set up, the interior has been painted, and the cabinets installed. The GenCap contractor has broken ground for the shop. We will be discussing a contract for Stations 32 & 81, and we are working on the new sewer line for Station 72. Chief O'Brien thanked the staff and commissioners for their support while he was away on vacation.

COMMISSIONER REPORTS

Finance Committee - Chairman Elmore commented that they discussed District insurance rates, Quarterly Finance Report, Budget Amendment #2, negotiations, and the BN Builders contract.

Capital Facilities Committee - Commissioner Steinruck mentioned that their next meeting has been moved to September 3rd.

COMMITTEE MEETING MINUTES

Policy Committee - August 8, 2024



CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02126 to 24-02135 (\$734,233.27)

AP Vouchers: 24-02031 to 24-02124; (\$157,734.71)

Approval of Payroll

August 15, 2024 (\$2,082,385.01)

Approval of Minutes

Approve Regular Board Meeting Minutes August 8, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Continuous Improvement: Social Media Program

PIEO King & PIEO Mongillo introduced themselves and gave their presentation: Social Media – A Tool for Education and Outreach. We send out quarterly newsletters to those who live within the District boundaries. More residents engage with our newsletter than social media, it's a very effective tool to communicate with our communities. We have three social media platforms: Facebook, Instagram, and X (Twitter). Our social media messaging includes incident response, event promotion, safety campaigns, safety information and education, highlights of District personnel and services, levy information, newsletters, and job postings. PIEO King & PIEO Mongillo reviewed social media metrics which noted a total net audience growth of 7,132 from 2022-2024 and a total audience of 20,839. We have 12,000 followers on Facebook and 2,300 followers on Instagram. Our social media content can inform, educate and entertain. The media also pays close attention to social media. Media outreach is bringing the human element to the public with our message and educating our communities on various safety topics.

Chief O'Brien thanked our Community Relations team for their great work.

Action

MOU: Medical Contract: Entry-Level Health Testing

Motion to approve Medical Contract for Entry-Level Health Testing with Dr. Walters as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chairman Fay.

On vote, Motion carried 6/0.



Dell Tablets: ePCR RAB

Motion to approve Dell Tablets purchase as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

HRA-VEBA Self Insured Benefit IRS Testing Resolution 2024-7

Chief O'Brien thanked the admin team for their work on this to be sure that we comply with IRS regulations.

Motion to approve HRA-VEBA Self Insured Benefit IRS Testing Resolution 2024-7 as submitted.

Motion by Commissioner Gagnon and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

Second Quarter Finance Report

Motion to approve Second Quarter Finance Report as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Policy Review

- Policy 213 Petty Cash Management
- Policy 216 District Finances
- Policy 617 Recording Response Video and Audio for Training
- Policy 706 Knox Box Access
- Policy 800 Records Management
- Policy 911 Vehicle Safety Belts
- Policy 1017 Personnel Records
- Policy 1021 Physical Fitness

Motion to approve Policies 213, 216, 617, 706, 800, 911, 1017, and 1021 as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Chairman Elmore thanked Deputy Chief McConnell and Acting Deputy Fire Marshal Dahl for their outstanding work on these policies.



SNOHOMISH REGIONAL FIRE & RESCUE

Surplus Resolution 2024-6

Motion to approve Surplus Resolution 2024-6 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Budget Amendment #2

Chief O'Brien thanked Business Administrator Schoof, CFO Tabor, and the team for their work on this; and CFO Tabor reviewed the budget amendment.

BN Builders Contract

Chief O'Brien commented that we are excited to have the contract with BN Builders; and Assistant Chief Messer thanked Senior Director Diana Brown and Deputy Chief Rasmussen for their work.

Senior Director Diana Brown reviewed the project status report including the Progressive Design Build process, project budget, GMP budget, project spending summary, and scheduled timeline.

Action

None

GOOD OF THE ORDER

Vice Chairman Fay welcomed back Chief O'Brien.

Chairman Elmore thanked everyone for all they do within our organization.

Commissioner Gagnon thanked Assistant Chief Messer and Assistant Chief Lundquist for their work during Chief's absence.

ATTENDANCE CHECK

Regular Commissioner Meeting September 12, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

RCW 42.30.140(4)(a): Labor Negotiations

RCW 42.30.110(1)(i): To Discuss Agency Litigation or Potential Pending Litigation with Legal Counsel

Chairman Elmore called for an Executive Session to begin at 1820 hours for 15 minutes with no decision to follow. Chairman Elmore extended the Executive Session for an additional 10 minutes, until 1845 hours. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1845 hours and



there was no action taken.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1845 hours.

Snohomish Regional Fire & Rescue



Commissioner Rick Edwards



Chairman Troy Elmore



Vice Chairman Randy Fay



Commissioner Paul Gagnon



Commissioner Jeff Schaub



Commissioner Jim Steinruck



Commissioner Roy Waugh